



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND  
501<sup>ST</sup> MILITARY INTELLIGENCE BRIGADE  
UNIT 15282  
APO AP 96205-5282

IADK-Z

SEP 01 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Brigade Commander's Policy #9- Delegation of Signature Authority

1. Reference. AR 25-50, Preparing and Managing Correspondence, dtd 3 June 02
2. Purpose. To authorized a small number of key leaders to sign documents on my behalf.
3. Summary. In my absence it is critical that we continue to move personnel actions, certain official correspondence, and other administrative items to accomplish the mission. Each brigade staff section Officer in Charge (OIC) has signature authority for all internal brigade correspondence originating from their section.
4. Specifics. If I am reasonably unavailable for signature, the individuals assigned to the following billets are authorized to sign all official correspondence addressed to recipients outside the brigade "FOR THE COMMANDER":
  - a. Deputy Commander
  - b. Brigade Command Sergeant Major
  - c. Brigade Operations Officer (S3)
  - d. Brigade S1
5. All correspondence will be prepared IAW AR 25-50.
6. The use of the "FOR THE COMMANDER" statement implies that the action is being performed at the direction or behalf of the commander.
7. Point of contact for this memorandum is the Brigade S-1 at DSN 723-7084.

JASON A. CHUNG  
COL, MI  
Commanding

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